



TOWN OF VERNON

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**Risk Management
Committee**

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Town of Vernon, Risk Management Advisory Committee Minutes –DRAFT December 11, 2012 meeting

In Attendance:

Bill McManus, Committee Member
Tony Zappola, Committee Member
Paul Jonas, Committee Member

Fire Chief William Call, Risk Manager
Dawn Maselek, Assistant Town Administrator
Wayne Porter, USI guest

Absent:

George Males, Committee Chairman
Ellen Kates, Committee Member

Carl Slusarczyk, Committee Member
William Nicholson

Meeting called to order by Bill McManus at 7:11 p.m. Bill McManus asked if everyone had received a copy of George Males' resignation letter. Assistant Town Administrator, Dawn Maselek, thanked George on behalf of Administration, for his time and efforts to the Town of Vernon Risk Management Committee.

Public Comment

There were no members of the public in attendance.

Approval of Minutes

Tony Zappola made motion to approve minutes from October 10, 2012 meeting, seconded by Bill McManus.

Pending Business

- a. Minutes from December 5, 2012 Safety Committee were reviewed.
- b. Amberbelle updated was provided. Building has been sold and the Town no longer has liability. Chief Call and Fire Marshal Walker are working with the new owner regarding winterization of the building.
- c. Assistant Town Administrator, Dawn Maselek was provided a sample RFP for WC Third Party Administrator from Chris Wardrop, USI, to compare to the current Town draft. Dawn Maselek to provide to the Committee electronically via e-mail for review.

New Business

- a. Election of officers is tabled until the February 12, 2013 meeting. Bill McManus asked Committee members if they knew of anyone that would be interested in joining the Committee due to the new vacancy.
- b. Return to work program update was provided. Still in infancy stage. Light duty is being utilized for current employees on worker's compensation.

- c. Dawn Maselek advised the Committee that Chris Wardrop, from USI, recommend the Committee plan to discuss and review general liability issues, one example being use of Town facilities for outside groups, such as non-profits. This could be added to the February agenda and pool safety for springtime agenda. Committee members were asked if there were any other topics they could think of to add to the agenda.

Motion to adjourn meeting called by Tony Zapolla, seconded by Paul Jonas. Meeting concluded at 7:55 p.m.

Prepared by: Dawn R. Maselek, Assistant Town Administrator

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